AY06 INTERNATIONAL FELLOWS
INFORMATION TECHNOLOGY NEEDS SURVEY

1. The purpose of this information paper and survey is:

    a. to assess your level of computer knowledge and help you prepare for the residency program at the U.S. Army War College.

    b. to provide data to meet your needs by using the information from all International Fellows in scheduling **basic computer training classes** and identifying resource requirements.

2. The U.S. Army War College (USAWC) has IBM-compatible Pentium 4 Personal Computers (PC) available for student use. These computers are located in the library, seminar rooms, study rooms, and the Computer Education Center (CEC). The standard software loaded on these machines is Windows 2000 or XP, Microsoft Office 2003 (Word, PowerPoint, Outlook) and Internet Explorer.

3. Although basic computer training will be provided in July, there are computer-based tutorials for additional computer proficiency. They are available throughout the academic year from the library. You are strongly encouraged to obtain training on the above listed software packages before arriving.

4. You will be issued a new laptop/notebook soon after your arrival. This PC will have the same Microsoft software that is used at the Army War College and can be used by you at your Carlisle home to complete your writing and presentation requirements. You will also be able to use the laptop/notebook to remotely access War College resources. (Note: You will not be able to connect your laptop directly to the War College Network.) Remote access to War College resources will require that you obtain service from a commercial Internet Service Provider (ISP). The USAWC will not allow the laptops to be issued until you have completed the **basic computer training classes.**

Please return the attached survey when you return your biographical pages to the U.S. Army War College International Fellows Office.

AY06 IF INFORMATION TECHNOLOGY NEEDS SURVEY

RANK: _____

LAST NAME: _____

FIRST NAME: _____ *(Please print legibly!)*

MI: _____

COUNTRY: _____

Please answer each question as completely as possible. The results will be used to place you in a group with other International Fellows having similar automation/computer skills.

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(Circle the answer that best describes your ability/familiarity)

1. Do you own an IBM-compatible PC (Pentium)?

        Yes   No

2. Do you plan to bring this PC with you?

        Yes   No

3. Do you plan to purchase a PC after your arrival in the United States?

        Yes   No

Continue on next page.

Please answer the following questions using these sample functions as a **guide** for determining your skill levels.

Beginner can do basic functions such as:
   Q4   with a mouse - point/click/drag; minimize/maximize/close windows
   Q5   address/create/send messages; use search engine on the internet

Intermediate can do functions such as:
   Q4   use Windows Explorer to create directories and folders;
       delete/copy/move files
   Q5   copy text/images; download/save/attach/send/receive files;
       add favorites/bookmark pages

Advanced can do functions such as:
   Q4   customize your Desktop; search for files; determine file size
   Q5   create folders; manage/create contacts; search address books

   (Circle the answers that best fit your skill level and experience.)

4. Please rate your <u>current</u> skill level on Windows operating systems:

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

    **Have you used any of these Windows operating systems?

           2000   ME   XP

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5. Please rate your <u>current</u> skill level using email, webmail and browsing the internet:

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

    **Have you used either of these Internet software products?

         MS Internet Explorer   Netscape

Continue on next page.

Beginner can do basic functions such as:
   Q6   create/save documents; enhance text; print documents; add
          endnotes/page numbers; change views
   Q7   create slides; change layouts; enhance text; print different
          layouts

Intermediate can do functions such as:
   Q6   add tables, insert images, and graphs
   Q7   add clipart and objects, create organization charts and tables

Advanced can do functions such as:
   Q6   create Table of Contents, do merges, create forms and templates
   Q7   branch to other presentations/applications, add sound/video clips

(Circle the answers that best fit your skill level and experience.)

6. Please rate your <u>current</u> skill level on Microsoft Word:

Never
Used   Beginner   Intermediate   Advanced
 1   2   3   4   5   6

     **Have you used any of these Microsoft Word versions?

               2000   XP   2003

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7. Please rate your <u>current</u> skill level on Microsoft PowerPoint:

Never
Used   Beginner   Intermediate   Advanced
 1   2   3   4   5   6

     **Have you used any of these Microsoft PowerPoint versions?

               2000   XP   2003

Additional comments if desired:

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY!

Please return this survey with your biographical pages
to the U.S. Army War College International Fellows Office.